



602.12AP Fundraising

APPROVED: 2021.12.15 (2020.01.15) (2013.09.18) (1997.06.18)

AMENDED: 2021.12.01 (2020.01.13) (2009.08.19)

REVIEWED: 2021.12.01 (2020.01.13)

LEGAL REFERENCE:

- Education Act Section 55
- School Council Regulation

CROSS REFERENCE:

- [602BP Financial Matters](#)
- [602.12AP Exhibit 1 Financial Accounting Statement](#)
- [602.12AP Exhibit 2 Financial Accounting Calculation Sheet](#)
- [602.13AP School Generated Funds](#)

PROCEDURES:

1. Decisions on fundraising activities and the expenditure of fundraised dollars would be made in consultation with school principals, staff, students, school councils and parents. Parents must be informed as to what the funds will be spent on prior to the fundraiser.
 - 1.1 The Superintendent, at their sole discretion, reserves the right to disallow or discontinue any fundraising activity that he/she believes to be contrary to the spirit and intent of this administrative procedure, or that the Superintendent considers otherwise undesirable.
2. Acceptable forms of fund raising include:
 - 2.1 Lotteries, raffles or gaming events approved by the Alberta Gaming, Liquor and Cannabis Regulation, *Gaming Licenses, Sections 19 and 20.*
 - 2.2 Sale of usable products; or
 - 2.3 Provision of worthwhile services.
 - 2.4 Any fundraising activities that are not identified above must have prior approval from the Board.
3. All funds raised shall be used in accordance with Alberta Education regulations.
4. All fundraising activities shall be authorized in advance by the principal, having in mind community impact and perceptions. The purpose of the fundraising activities and the

intended use(s) shall be made known to students and parents and the organizers of the fundraising activity shall not depart from that purpose.

- 4.1 The Secretary Treasurer shall be advised of all fundraising activities.
- 4.2 The principal shall be held accountable for ensuring that proper controls are established for the fundraising activity, the revenue generated and ensure that the funds are accounted for in a manner consistent with BTPS policies and procedures (subject to audit).
5. Participation in fundraising activities should be voluntary.
6. Parents should approve of student participation in fundraising activities. Students will not be put at risk in participating in fundraising activities.
7. Principals may from time-to-time give approval for organizations of charitable or service nature to conduct fund raising activities within or through the school. Examples of these are:
 - 7.1 Collecting funds for UNICEF (United Nations Children’s Fund) at Halloween.
 - 7.2 Receiving contributions for the Canadian Legion Poppy Fund prior to Remembrance Day.
 - 7.3 Collecting funds, food, toys, etc., in conjunction with local organizations such as the Christmas Bureau.
8. When a fundraising group is applying for a grant, such as Community Initiative Programs for community organizations that are not registered:
 - 8.1 The Board will apply on their behalf and act as an agent for the fundraising group.
 - 8.2 The Board takes full legal and financial responsibility for the grant funds approved.